

<input type="checkbox"/> PRIVACY ACT	<input type="checkbox"/> CLASSIFIED	<input type="checkbox"/> APPEAL	<input type="checkbox"/> LITIGATION
<input type="checkbox"/> REFERRAL	<input type="checkbox"/> CONGRESS	<input type="checkbox"/> HIGH-VIZ	<input type="checkbox"/> CONSULTATION
Request Received Via:	FOIAonline	Caseworker:	(b) (6)
Receipt Date:	Aug 8, 2017	Date Assigned:	Aug 8, 2017
		Date Due:	Sep 6, 2017

Caseworker			Initial	Date
<input type="checkbox"/>	10-Day Extension Letter Sent			
<input type="checkbox"/>	20-Day Letter Sent	20-Days Expires:		
<input type="checkbox"/>	DD2086 Fee Assessment Completed or (N/A)			
<input checked="" type="checkbox"/>	Team Lead Review	TIME? .1	(b) (6)	8-11-17
<input type="checkbox"/>	Legal Review			
<input checked="" type="checkbox"/>	Signature Package Signed (Final)			8-14-17
<input checked="" type="checkbox"/>	PERFECTED?			8-14-17
<input type="checkbox"/>	Resp. Docs Uploaded to FOL for Final Review			
<input checked="" type="checkbox"/>	Notes/Emails Uploaded to FOIAonline			8-15-17
<input type="checkbox"/>	Final Response sent to Requester			

<input type="checkbox"/> Logged Closed Cases in In/Out Processing Tracker	<input type="checkbox"/> (Classified) Case Closed in Processing Tracker
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Record Retention				Responsive Records					
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date	<input type="text"/>	# Responsive Docs.	<input type="text"/>	# Pages	<input type="text"/>	Exemptions	<input type="text"/>

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Date of Draft: 6/23/2017